



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: January 12, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 13, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, January 27, 2016**. Applicants will not be accepted after that time and date.

**NOTE: College transcripts must be included with application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET I (2 pos)

Squad Technician  
Region 2/District 2/Program Development  
Highways  
Dixon

Attachments  
40749

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, January 27, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: College transcripts must be included with application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Engineering Technician I (2 Positions)

**Salary Range:** \$2,640 - \$3,750

**Position Title:** Squad Technician

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW011-23-52-303-10-01

**IPR#:** 40749

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#### Office/Central Bureau/District/Work Address:

Highways / Region 2 / District 2 / Bureau of Program Development / 819 Depot Avenue, Dixon, IL

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#### Description Of Duties:

This position is accountable for providing drafting skills in the preparation of contract plans and provides support in the development of Design Reports by retrieval of data and preparation of exhibits.

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#### Special Qualifications:

*The following criteria is desired:*

- An Associate Degree from an accredited two-year civil engineering technology program or knowledge, skill, and mental development equivalent to two years of college in pre-engineering or civil engineering technology
- Working knowledge of the preparation of design plans and the ability to perform necessary
- technical computations in planning preparation
- Ability to communicate effectively and follow oral and written instructions

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#### Shift/Remarks:

8:00 am - 4:30 pm / Monday – Friday, subject to variance according to district operational needs.

**A current transcript must be submitted with application**

**\*THIS IS AN ENTRY-LEVEL POSITION\***

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	February, 2014	<b>POSITION:</b>	Squad Technician
<b>APPROVED BY:</b>	<u>Paul Loete</u>	<b>OFFICE/DIVISION:</b>	District 2 – Program Development
<b>CODE:</b>	PW011-23-52-303-10-01	<b>REPORTS TO:</b>	Senior Leader

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**Position Purpose**

This position is accountable for providing drafting skills in the preparation of contract plans and provides support in the development of Design Reports by retrieval of data and preparation of exhibits.

**Dimensions**

Subordinates:	None
Program Value of Contracts and Studies:	\$50,000 to \$5 Million
Number of Studies and Contracts Being Worked on Simultaneously:	3 – 5 per year of various lengths

**Nature and Scope**

This position reports to the Senior Leader as do two other Squad Technician positions and a Squad Engineer position. No subordinate personnel report to this position.

The incumbent of this position performs in an environment of pre-determined and accelerated deadlines. He/She is responsible for providing drafting and lettering skills and to provide accurate and complete work in a timely manner to ensure his/her part toward meeting these deadlines. He/She is also involved in the preparation of handouts, maps, and displays for public meetings, along with researching and collecting data for preparation of project studies.

Typical problems faced by the incumbent include preparing detailed drafts and sketches of proposed geometric layouts and compiling data from a variety of sources for inclusion in highway studies and improvement plans. Preparing design layouts and drawings which are complete and accurate is the greatest challenge to this position.

The incumbent is personally responsible for providing drafting and lettering skills. He/She prepares drawings and checks arithmetic of quantity calculations. Functions personally performed by the incumbent include: retrieving data from as-built plans, survey books, and files; preparing exhibits for reports and public meetings; plotting survey data from field notes; preparing layouts of vertical and horizontal alignments, computing horizontal and vertical curve data; preparing special displays or forms for supervisors' use; sorting and binding report material; assisting in field surveys and/or investigations; and setting up displays and/or arranging a room for public meetings. He/She works on a project basis and receives all of his/her assignments from his/her supervisor. If problems arise, the incumbent must report them to his/her supervisor. If problems arise, the incumbent must report them to his/her supervisor for a resolution.

The incumbent is required to operate within the guidelines of the Department standards and specifications. He/She must also closely adhere to the directions of his/her supervisors.

Internal contacts include other sections within the Bureau of Program Development for the purpose of obtaining information relative to specific design projects and regarding right-of-way requirements. He/She has occasional contact with the Bureau of Operations for signing requirements and to obtain information regarding maintenance problems and landscaping requirements, and with the Bureau of Project Implementation for soil survey data. External contacts include local, county, and state agencies and the general public affected by the proposed designs being studied.

The performance of this position can best be measured by the quality and quantity of work produced and the ability to work as an efficient and effective team member.

**Principal Accountabilities**

1. Responsible for providing complete and accurate drawings in a timely manner to ensure his/her part toward meeting schedules.
2. Verifies arithmetical quantity calculations to ensure accurate engineer cost estimates.
3. Assists in obtaining accurate survey data to ensure the effectiveness of designs.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.